

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

## Job Posting

**Job Title:** CURRICULUM COORDINATOR – GENERAL STUDIES WOCTEP  
**Department:** Gijigowi-Bipskaabiimi  
**Reports To:** Project Director  
**Status:** Non-Exempt  
**Salary Range:** \$15.13 - \$20.47 per hour / (\$31, 475 - \$42,584) annual  
**Level:** 4  
**Term of Position:** Grant funded position; end December 31, 2012  
**Open:** May 20, 2011  
**Close:** June 10, 2011

---

### SUMMARY

The overall responsibility of the General Studies Curriculum Coordinator will be to provide academic advising and guidance to students; and to ensure that their respective curriculum meets industry standards, reflects industry hiring needs, fulfills all accreditation requirements and contains the necessary tailored course content to represent Tribal needs, economic plans and culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Will assist in the recruitment of students by creating marketing materials and participating in a variety of community presentations
- Will serve as student liaison: assist with enrollment process, schedule and administer COMPASS test, maintain records of academic progress, assist with course registration and financial assistance
- Will assist with the implementation of experiential learning opportunities for students related to their field of study, such as practicum, internships, and mentoring
- Will provide additional student support through resume-writing assistance, job opportunity networking, referring community resources
- Will serve as a liaison to the appropriate academic representatives providing the curriculum content and accreditation for the program
- Will serve as a liaison to the appropriate industry and employer representatives that can provide career training and employment opportunities to students
- Will serve on the “Steering Collaborative” to help guide and advise the career and technical education and training program

## **SUPERVISORY RESPONSIBILITY**

Assist in communication and supervision of all instructional staff, including full time and adjunct instructors, on LTBB sites. Supervisory responsibilities to be fulfilled in accordance with the organization's procedures: planning, assigning and directing work, addressing complaints and resolving problems.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in education or business related area preferred. Teaching or experience in education preferred. Associates degree and five years experience in curriculum development and/or working with student populations may be considered.

The candidate must have experience in working as part of a team. The candidate should have experience in public speaking, report writing and curriculum development; vocational education and training as well as technology training preferred, but not required.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness and attention to detail; ability to communicate effectively; apply feedback to improve performance; develop innovative approaches and ideas.

Must be able to manage, lead and work as part of a team; have demonstrated teaching and/or educational administrative responsibilities and experience; public speaking, report writing and curriculum development; vocational education and training as well as technology training.

## **LANGUAGE SKILLS**

The candidate should possess the ability to read, analyze and interpret educational periodicals, professional journals, technical procedures and governmental regulations; the ability to maintain accurate data, write reports, business correspondence, curriculum and instructional materials as well as procedural manuals; and the ability to effectively present information to group settings.

## **REASONING ABILITY**

The candidate should possess the ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists and the ability to interpret a variety of instructions in written, oral, diagram or schedule form.

## **COMPUTER SKILLS**

High level of competency with various software packages, including Microsoft Office: Outlook, Word, Excel and Access, desktop publishing, website development tools and technology based instructional programs is recommended. Familiarity with Microsoft Networks is desired.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Teaching Certificate desired but not required.

## **COMMENTS**

Indian preference will apply. Individual must be able to pass a criminal background investigation.